

NOTICE

There is a job vacancy in the **BAY COUNTY HEALTH DEPARTMENT – Interdisciplinary Primary Care Clinic.**

JOB TITLE: **Public Health Nurse**

RATE OF PAY: **B.S.N.: \$19.37/hour - \$23.77/hour (5 year range)**
 R.N.: \$18.75/hour - \$23.13/hour (5 year range)

This part-time position (up to 24 hours per week) with limited benefits is included in the Bay County Public Health Registered Nurses Organization, although union membership is voluntary.

GENERAL SUMMARY: Provides a wide range of nursing services with emphasis on health promotion, health education, health maintenance and consistent with Health Department nursing standards and procedures. The Registered Nurse (RN) will be a key member of an inter-professional team that includes nurse practitioners, occupational therapy, social work, pharmacy, and health administration and leadership. He/she will work with the faculty, students, and providers from each of these disciplines in providing primary care to patients from a team-based approach. He/she will maintain documentation and reports according to agency and program policies. Participates in various in-house, professional, and community based committees, attends workshops, seminars, and in-house training. Supervision received: Works under the Nurse Practitioners, Clinic Manager and Maternal Child Health Services Manager.

TYPICAL DUTIES:

1. Conducts basic patient health assessments in the clinic, including obtaining blood pressure, temperature, measurements, and other data and developmental information for the client’s health & diet history, and family health status. Administers immunizations and medications, educates client on potential side effects, and monitors for adverse reaction. Reads and interprets lab reports, and performs a variety of related procedures in clinics.
2. Participates in daily "huddles" with clinic staff to plan the team approach.
3. Performs documentation within the Electronic Health Records.
4. Prepares room for patient (example: set out supplies that might be needed for a pap smear, skin biopsy, etc.) before and following patient encounter (example: clean exam table).
5. Administers treatments/procedures (example: nebulizer treatments, ear irrigation).
6. Following policies and procedures of immunization clinic, evaluates immunization records and facilitates the provision of recommended immunizations.
7. Obtains and process specimens (example: clean catch urine, throat culture, nasal swabs for flu, stool specimen, wound culture, finger stick blood sugar).
8. Performs patient education and call-backs to patients.
9. Assists in development of policies/procedures as needed.
10. Coordinates and collaborates with all members of the team to facilitate this inter-professional approach.
11. Contributes to continuity of care by planning and exchanging information with other disciplines, physicians, hospitals and other appropriate health and social agencies, as necessary.
12. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
13. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM QUALIFICATIONS:

Licensure: Possession of a current license to practice Professional nursing in Michigan. Also must possess a Michigan driver’s license and have proof of current automobile insurance.

Education: A.D.N., B.S.N. or diploma from a school of nursing approved by the N.L.N. of Nursing

Experience: One year of hospital, clinic or public health nursing experience desired. Prefer experience working with all age groups, experience with Veterans and those with mental health needs and the ability to communicate with individuals from diverse social, economic, and cultural backgrounds. Computer skills required. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally, 20-50 pounds of force up to one third of the time. Candidate must possess physical dexterity to perform medical procedures related to job. Candidate must have adequate visual acuity and hearing comprehension to read reports and communicate with clients and other providers and have adequate physical dexterity for the demands of the job.

Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Tuesday, November 25, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”